

POSITION DESCRIPTION

1. Agency PDCN 70676000

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced)		3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
		7. Fair Labor Standards Act Not Applicable	8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)	11. Position is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	13. Competitive Level 14. Agency Use DUAL STATUS

15. Classified/Graded by
☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Supervisory Logistics Management Specialist	GS	0346	12	blp	14 Jun 06

16. Organizational Title (If different from official title) Supervisor Logistics Automation Specialist	17. Name of Employee (optional)
18. Dept/Agency/Establishment - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision - Director of Logistics	c. Third Subdivision - Logistics Management Division d. Fourth Subdivision - Combat Service Support Automation Management Office (CSSAMO) e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

22. Standards Used in Classifying/Grading Position
 USOPM PCS General Schedule Supervisory Guide, dated June 1998, USOPM Position Classification Flysheet for Logistics Management Series, GS-0346, dated January 1987.

Typed Name and Title of Official Taking Action

B. Lynn Peterson
 Human Resources Specialist (Classification)
 Signature //SIGNED// Date 14 Jun 06

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:

Released from NGB-J1-TNC, CRA 06-1031, dated 14 Jun 06.

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

a. INTRODUCTION:

This position is located in the Director of Logistics, Logistics Management Division, Combat Service Support Automation Management Office (CSSAMO). The primary purpose of this position is to provide automated logistics Standard Army Management Information System (STAMIS) support to all state activities and organizations and perform a wide range of specialized methods and techniques for planning, analyzing, and identifying problems; and developing and implementing resolutions in the organization, administrative and systemic programs.

b. DUTIES AND RESPONSIBILITIES:

(1) Serves as the principal advisor to the Director of Logistics, on all STAMIS systems and Automated Logistical Programs. Supervises personnel assigned to the CSSAMO unit within the state/territory. Provides oversight on all matters pertaining to the fielding and operation of the Combat Service Support (CSS) STAMIS and other automated logistics applications. Utilizes an extensive knowledge of logistics programs/operations and a clear understanding of automated systems to manage projects and programs for systems integration of CSS automation. Identifies funding requirements to support CSSAMO operations, justifies and submits budget requirements for state operating budget, and executes funds received.

(2) Plans, organizes, and directs the activities of the assigned technicians, ensuring that the advice and assistance provided complies with legal and regulatory requirements and meets customer needs. Develops goals and objectives that integrate support functions and overall unit program objectives. Researches, interprets, analyzes and applies applicable information technology guidelines, policies and objectives. Establishes policies and procedures for accomplishment of the unit's support mission. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers. Identifies the need for changes in priorities and takes action to implement such changes. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balances the workload and provides advice, guidance, and direction on a wide range of technical and administrative issues. Structures assignments to create effective and economical positions.

(3) Coordinates with other information technology sections. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success

in meeting goals and objectives. Provides advice to supervisor on significant issues and problems related to work accomplishment. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Accepts, amends, or rejects work presented by subordinates. Performs self-inspection and presents a detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to improve quality, timeliness, and efficiency of work.

(4) Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and Equal Employment Opportunity (EEO) and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher-level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development.

(5) Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Reviews position descriptions to ensure accuracy and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees.

(6) Responsible for troubleshooting, diagnostics and resolution of technical problems identified in trouble tickets; initial setup of specified STAMIS computers to include loading software, configuring modem and network card(s), assigning Internet Protocol (IP) addresses with correct subnet, connectivity to the network as required, coordinating with other support personnel and completing technical inspections. Coordinates with help desk personnel on resolution methods while staying in contact with other support personnel for additional and priority escalation.

- (7) Develops/implements programs to ensure software/interim change packages (SCP/ICP) are applied in proper order. Coordinates and communicates with Department of the Army (DA), National Guard Bureau (NGB), Program Manager, and Customer Assistance Office (CAO), Ft Lee, VA., regarding CSS operations and automated systems support, problem resolution, software upgrades and change packages. Assists functional users in automated CSS systems management and operation. Establishes and ensures proper maintenance of a CSS resource library and the retrieval and disposal of CSS software.
- (8) Serves as the primary point of contact for Functional Administrators and the users of the serviced database(s). Administers the day-to-day database operation and maintenance of the serviced database(s). Performs tests to ensure the serviced database(s) efficiently collects, stores, and processes data. Evaluates, determines, and initiates corrective action to recover or restore data and return the database(s) to operational status.
- (9) Resolves issues and problems concerning the effectiveness and efficiency of logistic STAMIS administrative and systemic work operations. Utilizes knowledge of logistics management principles, policies, and procedures to implement, establish and execute operational plans and policies for the logistics STAMIS system. Reviews CSSAMO Standard Operating Procedures (SOPs) ensuring they are current (i.e. help desk, repair operations). Evaluates trouble tickets escalated from the help desk, setting priorities on a weekly and monthly basis.
- (10) Analyzes requirements, establishes programs/procedures ensuring effective coordination on CSS automation hardware systems and peripherals pertaining to the receipt, distribution, installation, and replacement of systems. Identifies maintenance requirements and coordinates/initiates corrective action. Establishes a State CSS automation hardware float program and oversees the management of the program ensuring accountability of exchanges.
- (11) Establishes, develops or plans the coordination and administering of training programs for new and established CSS automated systems. Develops and/or coordinates the development and presentation of specialized training. Conducts training as required.
- (12) Represents the Director of Logistics on DCSIM Configuration Control Boards (CCB). Represents the Director of Logistics for implementing or improving logistical operations through STAMIS systems and Automated Logistical Programs, serves as primary point of contact for logistical automation projects to include fielding of new equipment and improvements/upgrade to existing STAMIS systems and Automated Logistical Programs. Advise the Director of Logistics of issues and concerns.
- (13) Performs other duties as assigned.

c. FACTOR DISCUSSION:

Factor 1 – Program Scope and Effect:

Serves as the Senior Systems Administrator for all STAMIS systems and Automated Logistical Programs, and as the technical expert within the state/territory, is responsible for providing technical and functional guidance for specified STAMIS and automated logistical applications. Serves as the primary point of contact on all CSS automation continuity of operations plan (COOP), development and execution. Monitors the state automated CSS system network, determining fault isolation, problem resolution, and performance reporting or coordinates with appropriate official for resolution. Coordinates with Deputy Chief of Staff Information Management (DCSIM) on identifying, developing, establishing and maintaining CSS systems interfaces with and/or CSS utilization of the Reserve Component Automation System (RCAS). Directs budget, management, staffing, maintenance, system issue, new equipment training, software library maintenance, customer service, or similar services, which supports a large density of CSS STAMIS systems, (i.e. 300 systems or more), and supervises four or more Logistics Management Specialists, or three Logistics Management Specialists and one or more Supply Systems Analysts. The services or products support and significantly affect the Standard Army Management Information System (STAMIS) support to all State activities and organizations that are comparable to a major portion of a small city or rural county.

Factor 2 – Organizational Setting:

This position is accountable to the Director of Logistics, who is assigned to a position that is two or more reporting levels below the Adjutant General (TAG).

Factor 3 – Supervisory and Managerial Authority Exercised:

The incumbent exercises full first level supervisory authorities and responsibilities over subordinate personnel including the planning of work to be accomplished, setting and/or adjusting short-term priorities and preparing schedules for the completion of work; assigning work based on priorities; evaluating work performance; giving advice, counsel or instructions to subordinates on both work and administrative matters; interviewing candidates for positions, recommending appointment, promotion or reassignment; hearing and resolving complaints; effecting minor disciplinary measures, identifying developmental and training needs; and developing performance standards.

Factor 4 – Personal Contacts:

Subfactor 4A – Nature of Contacts:

Personal contacts are with higher ranking managers, supervisors, counterparts at NGB, DA, AR, co-workers within the organization, personnel in other organizations, vendors and contractors.

Subfactor 4B – Purpose of Contacts:

The purpose of these contacts is to ensure information and products provided to all parties is accurate and consistent; to plan and coordinate work that is directed by other subordinate units; and to resolve difference of opinion among managers, supervisors, employees.

Factor 5 – Difficulty of Typical Work Directed:

The position is responsible for providing direction and supervision over work performed by subordinates at the GS-11 level which best characterizes the nature of the basic, mission oriented, non-supervisory work performed in the organization and which constitutes 25 percent or more of the workload (not positions or employees) of the organization. The services provided directly or significantly impact other functions, activities, and/or directorates of the Army National Guard supported by the state/territory Joint Force HQ and constitute 25 percent or more of the workload of this position.

Factor 6 – Other Conditions:

This position directs subordinates who perform substantial workloads equivalent to the GS-11 level. The program management work performed by this position requires coordination, integration, or consolidation of administrative and technical work on CSS applications. The incumbent frequently resolves conflicts and uses interpretation, judgment, logic, and policy application.

d. OTHER SIGNIFICANT FACTS:

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws.

Must obtain and maintain the necessary Information Assurance certifications applicable to the assigned position.

Must obtain and maintain required certification levels to maintain and manage assigned wireless and satellite equipment.

EVALUATION STATEMENT

A. Title, Series, and Grade: Supervisory Logistics Management Specialist, GS-0301-12

B. Reference:

1. USOPM General Schedule Supervisory Guide (GSSG), dated June 1998.
2. USOPM Position Classification Flysheet for Logistics Management Series, GS-0346, dated January 1987.

C. Background: This is a new position description that includes supervisory duties. Logistics Management area mission and functional requirements and responsibilities have increased in the Combat Services Support Automation Management Office (CSSAMO), located in Logistics Management Division, Director of Logistics.

D. Pay Plan, Series, Title, and Grade Determination:

1. Pay Plan: The primary duty of this position is to provide automated logistics Standard Army Management Information System (STAMIS) support to all State activities and organizations and perform a wide range of specialized methods and techniques for planning, analyzing, and identifying problems; and developing and implementing resolutions in the organization, administrative and systemic programs and is administrative in nature, involving the exercise of analytical ability, judgment, discretion, and personal responsibility and is thus assigned to the General Schedule - GS - pay plan.

2. Series: The primary purpose of this position is to supervise a group of technicians responsible for providing logistics Standard Army Management Information Systems (STAMIS) support to all state activities and organizations. Work requires a predominant knowledge of logistic systems, principles, concepts and methodologies to perform analytical assignments involving CSSAMO program management and automated systems support. This work is descriptive of the Logistics Management Series, GS-0346, and is assigned.

3. Title: Supervisory Logistics Management Specialist is the title for positions covered by this series, and is assigned.

4. Grade: The GSSG covers supervisory and managerial positions. As shown in the attached General Schedule Supervisor Position Evaluation Statement, the grade is GS-12.

E. Conclusion: Supervisory Logistics Management Specialist, GS-0346-12.

CLASSIFIERS: Karen R. Herring, Fl., Human Resources Specialist (Classification) and
B. Lynn Peterson, NGB-J1-TNC

Date: 14 Jun 06

**GENERAL SCHEDULE SUPERVISOR
POSITION EVALUATION STATEMENT**

FACTOR	LEVEL	POINTS	REMARKS
1. PROGRAM SCOPE AND EFFECT	1-2	350	See Analysis Below
2. ORGANIZATIONAL SETTING	2-1	100	" " "
3. SUPERVISORY & MANAGERIAL AUTHORITY	3-2c	450	" " "
4. CONTACTS			" " "
A. NATURE	4A-2	50	
B. PURPOSE	4B-2	75	" " "
5. DIFFICULTY (BASE WORK)	5-6	800	" " "
6. OTHER CONDITIONS	6-4a	1120	" " "
Adjustment Provision	Y or N	N	
TOTAL POINTS ASSIGNED:		2945	GRADE: GS-12

Factor 1 – Program Scope and Effect:

FL 1-2 350 points

The position exceeds Factor Level 1-1 where the work directed is procedural and routine. The work performed by this position falls primarily within the automated logistics field. The incumbent is responsible for planning, organizing, developing, directing or performing overall automated logistics management. Services impact other functions throughout the organization. The work also involves the analysis of data automation policies, regulations, and procedures to determine their impact on logistics information systems and to identify changes in maintenance and use of computerized data by functional specialist. The work of the organization affects the ability of all customer units to access the automated logistical programs. This is a match to Level 1-2 where the services support significantly affect and impact other functions and activities of the Army National Guard.

Level 1-3 involves the direction of a program segment that performs technical, administrative, protective, investigative, or professional work typically having coverage that encompasses a major metropolitan area or State or small region of several states. This position does not provide complex administrative or technical or professional services. This position does not meet the scope requirements for Level 1-3. To assign a factor level, the position must meet both the scope and effect; therefore since the position does not meet level 1-3 for the scope, there is no need to show how it does not meet the effect of Level 1-3.

Factor 2 – Organizational Setting:

FL 2-1 100 points

Incumbent reports to the Director of Logistics whose position is two or more levels below the Adjutant General.

Factor 3 – Supervisory and Managerial Authority Exercised:

FL 3-2 450 points

The incumbent performs all first level supervisory authorities and responsibilities described in Level 3-2c such as planning work to be accomplished, setting and/or adjusting short-term priorities and preparing schedules for the completion of work; assigning work based on priorities and capabilities of employees; evaluating work performance; giving advice, counsel or instructions to subordinates on both work and administrative matters; interviewing candidates for positions, recommending appointment, promotion or reassignment; hearing and resolving complaints; effecting minor disciplinary measures, identifying developmental and training needs; and developing performance standards.

The incumbent does not meet factor level 3-3, which requires delegated managerial authority to set a series of annual, multiyear, or similar types of long-range work plans and schedules and the direction of a program or major program segment with significant resources at a multimillion dollar level of annual resources and the requirement to evaluate subordinate supervisors or leaders or to exercise significantly greater delegated managerial authorities than for which the incumbent is responsible (i.e., supervision of other supervisors).

Factor 4 – Personal Contacts:Subfactor 4A – Nature of Contacts:

FL 4A-2 50 points

At this level contacts regularly occur with high ranking military and civilian managers, supervisors and staff of the automated logistics programs, vendors and contractors. Contacts may occur in conferences and meeting or take place telephonically and sometimes require non-routine or special preparation.

Contacts at Level 4A-3 include those which take place in meetings and conferences and unplanned contacts for which the employee is designated as a contact point by higher management. These meetings often require extensive preparation of briefing materials or state of the art logistics systems.

Subfactor 4B – Purpose of Contacts:

FL 4B-2 75 points

Purpose of contacts is to ensure that information provided is accurate and consistent, to plan and coordinate work directed with others outside the subordinate organization and to resolve differences of opinion among managers, supervisors, employees, contractors or vendors rather than to justify, defend, negotiate as in the case at FL4B-3.

Factor 5 – Difficulty of Typical Work Directed:

FL 5-6 800 points

The position is responsible for providing direction and supervision over work performed at the GS-11 level which best characterizes the nature of the basic, mission oriented, non-supervisory work performed in the organization and which constitutes 25 percent or more of the workload (not positions or employees) of the organization. The services provided directly or significantly impact other functions, activities, and/or directorates of the Army

National Guard supported by the state/territory Joint Forces HQ and constitute 25 percent or more of the workload of this position.

Factor 6 – Other Conditions:

FL 6-4 1120 points

This position meets factor level 6-4 wherein supervisory work requires substantial coordination and integration of a number of major work assignments, projects or program segments of professional, scientific, technical or administrative work comparable in difficulty to the GS-11 level. This position does not meet factor level 6-5 which requires supervision and oversight with significant and extensive coordination of professional, scientific, technical or administrative work at the GS-12 level.

Special Situations:

This position meets factor level 6-4a and as such does not meet the criteria for additional consideration under the Special Situations section of the standard.

FINAL CLASSIFICATION: Supervisory Logistics Management Specialist, GS-0346-12

CLASSIFIERS: Karen R. Herring, FI., Human Resources Specialist (Classification) and
B. Lynn Peterson, NGB-J1-TNC

Date: 14 Jun 06